

CO QUESTIONS SUBMITTED REGARDING
REVISED TAP 15-01 (PNM)
UPDATED 27 AUGUST 2001

1. WHEN IS THE NEW TAP EFFECTIVE?

ANY NEW ACTION BEGUN 20 JULY 2001 WILL USE THE REVISED TAP. ACTIONS IN PROCESS WILL USE THE ORIGINAL TAP.

2. REQUEST WE HAVE A FORMAT TO FOLLOW.

THE PNM TAP CONTAINS FORMATS FOR ACTIONS UP TO \$100K AND ACTIONS OVER \$100K.

3. WHEN YOU HAVE A DEAL THAT IS BORDERLINE, SUCH AS SOMETHING THAT COULD COME IN AT \$99,995 OR \$100,000 WHICH FORM DO YOU USE? DO YOU ROUND UP? IS THERE GOING TO BE A POLICY ON SUCH THINGS?

AN ACTION LESS THAN OR EQUAL TO AT \$100K WOULD USE THE CONSOLIDATED PRE AND POST-NEGOTIATION MEMORANDUM. AN ACTION OVER \$100K WOULD USE THE APPROPRIATE FORMAT (COST, PRICE, NEGOTIATION IPT).

4. FOR THE FORMAT USED UNDER \$100K IN THE MISCELLANEOUS, GIVE EXAMPLES OF WHAT YOU WANT TO SEE.

AREAS OF CONCERN ARE ALREADY ADDRESSED IN THE FORMAT.

5. GIVE EXAMPLES OF “MEANINGFUL BACKGROUND INFORMATION.”

ORIGINAL RESPONSE: CM MGMT WILL TOUCH ON THIS DURING DISCUSSION OF COST ANALYSIS FORMAT.

UPDATED RESPONSE: ANY INFORMATION WHICH ALLOWS THE READER TO BETTER UNDERSTAND THE INSTANT ACTION, I.E., IF NEGOTIATIONS ARE CONDUCTED IN A HEATED ENVIRONMENT OR IF THERE IS A CONTENTIOUS ISSUE IMPACTING THE NEGOTIATIONS.

6. WHY ARE THERE MULTIPLE FORMATS?

DIFFERENT SITUATIONS AND CIRCUMSTANCES REQUIRE VARIATIONS TO FORMATS. FORMATS ARE INCLUDED FOR ACTIONS UP TO \$100K, FOR ACTIONS OVER \$100K FOR EITHER COST OR PRICE ANALYSIS, AND FOR NEGOTIATION IPTs.

7. BLOCK 5, COST OR PRICING DATA – EXPLANATION SHOULD INCLUDE NOTE WHETHER CONTRACTING OFFICER DID OR DID NOT RELY ON DATA.

THIS IS APPARENT. STATE IN THE PNM WHETHER CONTRACTING OFFICER DID OR DID NOT RELY ON DATA.

8. WHY IS THE OBJECTIVE SET AS THE MAXIMUM POSITION? IF THE OBJECTIVE IS THE MAX, DOES THE CO HAVE TO RETURN TO THE BOR FOR APPROVAL OF A HIGHER DOLLAR FIGURE?

ORIGINAL RESPONSE: WILL BE ADDRESSED.

UPDATED RESPONSE: IT IS EASIER TO DOCUMENT 1 POSITION THAN SEVERAL. THE NEGOTIATOR SHOULD HAVE A LOWER FIGURE WHEN GOING INTO THE NEGOTIATION. WITH A MIN/MAX, THERE IS NO REAL JUSTIFICATION. IF THE CO EXCEEDS THE APPROVED OBJECTIVE (MAX), THE CO MUST RETURN TO THE BOR.

9. RECOMMEND ADDING FAR REFERENCES TO PAGE 2 OF UNDER \$100K FORMAT, E.G., COST ANALYSIS FAR 15.404-1(C).

WILL CONSIDER CHANGE IN FUTURE REVISION.

10. WHY IS THE COLUMN TITLED “DIFFERENCES” NECESSARY?

TO CLEARLY IDENTIFY THE DELTA BETWEEN THE CONTRACTOR’S PROPOSED AND THE GOVERNMENT’S OBJECTIVE.

11. RECOMMEND THE CONTRACTING OFFICER’S SIGNATURE SHOW “CONCUR” OR “REVIEWED BY” RATHER THAN “APPROVED BY.”

NOT A VIABLE ALTERNATIVE AS THE CONTRACTING OFFICER IS ULTIMATELY RESPONSIBLE FOR THE PNM AND, THEREFORE, SHOULD APPROVE IT.

THE FOLLOWING QUESTIONS REFER TO THE PRE-NEGOTIATION MEMORANDUM

12. PARA 2 – REFERENCES – WHAT IS THE ORDER PREFERENCE (SUBJECT OR CHRONOLOGICAL)?

THERE IS NO ORDER OF PREFERENCE, EITHER IS ACCEPTABLE.

13. PARA 4/6 – CONTRACTOR SYSTEMS/SUMMARY OF PROPOSAL – ARE FPRP/FPRA DISCUSSIONS TO BE INCLUDED IN PARA 6? DOES A REFERENCE NEED TO BE ADDED TO PARA 6?

THE INDIVIDUAL COST ELEMENTS OF THE FPRP/FPRA NEED TO BE TIED TO THE APPROPRIATE NOTE. DISCUSS WHERE APPLICABLE UNDER PARA 6. IF REQUIRED, WILL UPDATE IN FUTURE REVISION.

14. PARA 6 – SUMMARY OF PROPOSAL – IS THE BASIS FOR PRICE REASONABLENESS TO BE DISCUSSED AT THE TOTAL LEVEL ONLY VS. BY ELEMENT?

YES, PRICE REASONABLENESS SHOULD BE DISCUSSED AT THE TOP LEVEL. HOWEVER, DISCUSS BASIS OF REASONABLENESS FOR EACH COST ELEMENT.

THE FOLLOWING QUESTIONS REFER TO THE POST-NEGOTIATION MEMORANDUM

15. PARA 1 – PURPOSE/DESCRIPTION - IS IT NECESSARY TO REPEAT THE INTRODUCTION PARAGRAPH?

YES, YOU CAN JUST COPY AND PASTE THE INTRO PARA FROM THE PRE-NEG.

16. PARA 3 – REFERENCES – WHAT IS THE ORDER PREFERENCE (SUBJECT OR CHRONOLOGICAL)?

THERE IS NO ORDER OF PREFERENCE, EITHER IS ACCEPTABLE.

17. PARA 4 – NEGOTIATING PARTIES – IF THE PARTIES ARE THE SAME, COULD REFERENCE BE MADE TO THE PRE-NEG IN LIEU OF REPEATING THE CHART?

NO, YOU CAN COPY AND PASTE THE CHART INTO THE POST-NEG.

18. PARA 6 – SIGNIFICANT FACTS – IS IT NECESSARY TO REPEAT PRE-NEG LANGUAGE OR IS IT ACCEPTABLE TO ADDRESS THE DIFFERENCES?

YES, RESTATE THE SIGNIFICANT FACTS AND DISCUSS THE IMPACT ON NEGOTIATIONS.

19. PARA 8 – DOCUMENTS ATTACHED – WHAT OTHER DOCUMENTS WOULD BE EXPECTED BESIDES THE PRE-NEG?

THOSE THE WRITER DETERMINES TO BE NECESSARY. REFERENCED DOCUMENTS ARE PREFERRED TO ATTACHMENTS TO THE PNM.

20. IBA STAFF NEEDS MORE GUIDANCE ON PNM PREPARATION – WILL THEY BE TRAINED?

ORIGINAL RESPONSE: WILL BE DISCUSSED.

UPDATED RESPONSE: THE CO IS ULTIMATELY RESPONSIBLE FOR TRAINING OF IBA STAFF. HOWEVER, THIS TRAINING WILL BE PRESENTED TO THE IBA STAFF NEXT MONTH.

21. CAN WE HAVE A FORMAT THAT ADDRESSES COMMERCIAL ITEMS?

FOR ACTIONS OVER \$100K, USE THE FORMAT FOR PRICE ANALYSIS. FOR ACTIONS UNDER \$100K, USE THE FORMAT PROVIDED.

22. SHOULD THERE BE A RECOMMENDED AMOUNT COLUMN?

ORIGINAL RESPONSE: WILL BE DISCUSSED.

UPDATED RESPONSE: IT IS DIFFICULT TO INCLUDE ALL RECOMMENDED RATES – THIS WOULD RESULT IN 4-5 PAGES OF CHARTS. INSTEAD, USE THE NOTES TO DISCUSS RECOMMENDED RATES.

ADDITIONAL QUESTIONS FROM PNM TRAINING
CONDUCTED ON 25 JULY 2001

23. THE COST SUMMARY CHARTS DO NOT HAVE A LINE FOR SUBCONTRACTOR COSTS. WHAT DO I DO?

JUST ADD A LINE. THE CHARTS ARE EXAMPLES. THE CHARTS SHOULD BE TAILORED TO REFLECT THE UNIQUE COST ELEMENTS IN THE CONTRACTOR'S PROPOSAL.

24. CAN ONE COMPARE REGIONS IF THEY ARE TRULY SIMILAR?

YES.

25. HOW DO YOU HANDLE CONTENTIOUS ISSUES?

TO AVOID A FIRST REJECTION, PREPARE A POINT PAPER AND PRESENT IT TO THE BOR OR DISCUSS THE ISSUE WITH INDIVIDUAL BOR MEMBERS PRIOR TO NEGOTIATING/SUBMITTING A PACKAGE FOR BOR APPROVAL.

26. IF IT WAS ANTICIPATED THAT THE PROPOSAL WOULD BE LESS THAN \$100,000 AND THE PROPOSAL CAME IN OVER \$100,000 DO YOU USE THE OVER \$100,000 FORMAT?

YES.

27. ARE WE ALLOWED TO ASK FOR TECHNICAL EVALUATIONS ON A NEGOTIATION IPT?

YOU SHOULD ASK A TECHNICAL PERSON TO REVIEW THE ROM OR ASSUMPTIONS AND PROVIDE YOU WITH A WRITTEN ANALYSIS.

28. IS A BOR REQUIRED FOR A NEGOTIATION IPT PRIOR TO BEGINNING NEGOTIATIONS?

NO A BOR IS NOT REQUIRED PRIOR TO BEGINNING NEGOTIATIONS FOR A NEGOTIATION IPT. HOWEVER, IF THERE ARE CONTENTIOUS ISSUES, BRING THOSE TO THE BOR. ONCE THE ACTION HAS BEEN NEGOTIATED, THE FINAL PNM IS PRESENTED TO THE BOR FOR APPROVAL.

29. IN A NEGOTIATION IPT, SHOULD WE REQUEST AN AUDIT OF THE CONTRACTOR'S ASSUMPTIONS?

AUDITORS SHOULD BE A PART OF THE IPT. HOWEVER, AUDITORS CANNOT PROVIDE INSIGHT ON TECHNICAL ISSUES BECAUSE THE AUDITOR'S FOCUS IS ON RATES. WE WILL NOT WAIVE THE REQUIREMENT TO REQUEST AN AUDIT WHEN NEEDED.

30. HOW DO WE JUSTIFY HEALTHCARE COSTS AND PROFIT?

EXPLAIN THE RATIONALE OF YOUR DECISION. NO WEIGHTED GUIDELINES AVAILABLE.

31. WITH HEALTHCARE COSTS, WE CANNOT KNOW THE COST ELEMENTS – HOW DO WE HANDLE THIS?

IF YOU ARE CONCERNED ABOUT THE VALIDITY OF THE COST ELEMENTS, ASK THE CONTRACTOR TO CERTIFY THE PROPOSED COSTS.

32. IS FUNDING REQUIRED BEFORE BEGINNING NEGOTIATIONS?

YES. THE NEGOTIATOR MUST HAVE AVAILABLE FUNDS EQUAL TO WHAT IS BEING NEGOTIATED.

33. IS BOR APPROVAL REQUIRED BEFORE BEGINNING NEGOTIATIONS?

BOR APPROVAL IS REQUIRED FOR A PRE-NEGOTIATION MEMORANDUM PRIOR TO BEGINNING NEGOTIATIONS. HOWEVER, BOR APPROVAL IS NOT REQUIRED PRIOR TO NEGOTIATIONS FOR A NEGOTIATION IPT. THE CONTRACTOR NEEDS TO KNOW THE ACTION IS SUBJECT TO APPROVAL OF THE CONTRACTING OFFICER AND THE BOR

CM MGMT COMMENT:

THE BOR HAS HAD SEVERAL RECENT SUBMISSIONS WHERE THE PNM APPEARS TO BE WRITTEN SO THAT A SITUATION HAS A BETTER SPIN THAN THE ACTUAL OCCURRENCE. WHEN PREPARING THE PNM, JUST DESCRIBE THE FACTS AS THEY HAPPENED – DON'T TRY TO BACK INTO THE FINAL AGREEMENT. ALSO, ALTHOUGH THE NEGOTIATION DESCRIBED IN THE PNM MAY BE CLEAR TO YOU, THOSE DETAILS ARE NOT NECESSARILY CLEAR TO OTHERS READING THE PNM. BEFORE SUBMITTING TO THE BOR, CONSIDER ASKING SOMEONE ELSE TO READ THE PNM FOR CLARITY AND CONSISTENCY.

34. I HAVE MANY CONCURRENT TASKS – HOW DOES CM MGMT RATE THE PRIORITY OF A PNM?

A PNM IS A PRIORITY. THE CO SHOULD SPEND THE TIME NEEDED TO PROPERLY PREPARE A PNM FOR BOR REVIEW. ONE HOUR SPENT PREPARING A THOROUGH PNM IS BETTER THAN 4 HOURS SPENT FIXING IT AFTER A BOR REJECTION.

35. WHEN THE BOR SAYS REWRITE A PNM WHAT DOES THAT MEAN?

THROW IT OUT AND START FROM SCRATCH.

THE BOR HAS NOT BEEN REJECTING ACTIONS BUT WILL BEGIN TO DO SO. WHEN AN ACTION IS REJECTED, THE CO WILL HAVE AN OPPORTUNITY TO REWRITE THE PNM AND PRESENT IT TO A 2ND BOR. IF THE BOR REJECTS THAT REWRITE, THE TMA FORM 703 WILL REFLECT THAT THE BOR NONCURS WITH THE PACKAGE.

THE BOR EXPECTS THE CO TO REVIEW AND SIGN THE PNM PRIOR TO PRESENTING THE ACTION TO THE BOR. THE CO WILL ALSO REVIEW ALL ACO ACTIONS BEFORE PRESENTING TO THE BOR.

A PACKAGE MUST BE SUBMITTED BY MONDAY FOR THE STANDING THURSDAY BOR. THERE MAY BE AN EXCEPTION TO THE 3 DAY REQUIREMENT. SEE ALSO QUESTIONS 45 AND 46.

36. WILL THE BOR PROVIDE WRITTEN COMMENTS?

THE BOR WILL PROVIDE GENERAL WRITTEN COMMENTS REGARDING THE PACKAGE.

37. THE IBA EMPLOYEES NEED TRAINING IN COST AND PRICE ANALYSIS – WHAT CAN WE DO?

CM IS WORKING TO HAVE AN ON-SITE COST/PRICE ANALYSIS COURSE PRESENTED IN THE NEAR FUTURE.

ADDITIONAL QUESTIONS FROM PNM TRAINING
CONDUCTED ON 22 AUGUST 2001

38. FOR FUTURE REVISIONS TO THE PNM TAP, CAN YOU HIGHLIGHT CHANGES SO WE CAN EASILY SEE THE CHANGES?

YES.

CM MGMT COMMENT:

THE ROLE OF THE PRICING GROUP HAS CHANGED. IF AN ACTION IS UNDER \$1 MILLION, THE CONTRACTING OFFICER OR CONTRACT SPECIALIST (CO/CS) WILL PERFORM THE COST OR PRICE ANALYSIS. IF THE ACTION IS OVER \$1 MILLION, THE PRICE ANALYST WILL ISSUE A WRITTEN REPORT (SIMILAR TO LEGAL REVIEW) TO THE CO/CS. HOWEVER, THIS REPORT IS NOT THE COST OR PRICE ANALYSIS, BUT RATHER A REFERENCE DOCUMENT THAT THE CO/CS WILL USE TO PERFORM THE COST OR PRICE ANALYSIS.

ALTHOUGH AN ACTION IS UNDER \$1 MILLION, THE CO/CS CAN STILL ASK THE PRICING DIVISION QUESTIONS BUT WILL NOT RECEIVE A WRITTEN REPORT.

UNDER THE NEGOTIATION IPT PROCESS, A PRICE ANALYST WILL NOT BE ASSIGNED.

“PRICE ANALYST” WILL BE REMOVED FROM THE PNM SIGNATURE BLOCK.

39. FOR REVISIONS TO THE PNM TAP, WILL YOU E-MAIL US A NOTICE SO WE WILL KNOW THERE HAS BEEN A CHANGE?

PC&IM ISSUES A POLICY ALERT EACH TIME A NEW TAP IS ISSUED OR A TAP IS REVISED.

40. IN THE POST-NEGOTIATION MEMORANDUM WHEN THE OBJECTIVE AND THE NEGOTIATED AMOUNT ARE THE SAME, CAN YOUR NOTE CONCERNING THAT COST ELEMENT REFERENCE THE PRE-NEGOTIATION OBJECTIVE FOR A DETERMINATION OF REASONABLENESS?

YES.

41. WHEN THERE IS A NO COST MODIFICATION OR A ZERO COST MODIFICATION, WHICH PNM DO WE USE TO DOCUMENT?

IF IT IS A TRUE ZERO DOLLAR MODIFICATION, THEN A MEMORANDUM TO FILE COVERING THE PURPOSE AND AGREEMENT REACHED WOULD SUFFICE. HOWEVER, WE NEED TO CONSIDER THE **ABSOLUTE VALUE** WHEN DOCUMENTING A NO COST MODIFICATION. FOR EXAMPLE, IF THERE IS A REDUCTION OF \$500,000 AND AN INCREASE OF \$500,000, THE ACTION IS REALLY FOR \$1,000,000 AND SHOULD BE HANDLED AS A \$1,000,000 ACTION FOR DOCUMENTATION, REVIEWS AND APPROVALS.

42. WHEN A CONTRACTOR'S SYSTEMS ARE ALL ADEQUATE AND THERE ARE NO SYSTEM DEFICIENCIES, CAN YOU SIMPLY STATE "THERE ARE NO DEFICIENCIES" OR DO YOU NEED TO ADDRESS EACH SYSTEM INDEPENDENTLY?

YOU NEED TO ADDRESS EACH SYSTEM INDEPENDENTLY. THERE IS OR SHOULD BE A BOILERPLATE THAT YOU CAN CUT AND PASTE FOR THIS AREA.

43. FOR THE INDIVIDUAL COST ELEMENTS OR CATEGORIES SUCH AS MATERIALS AND DIRECT LABOR, DO WE GIVE EACH COST ELEMENT OR CATEGORY ITS OWN NOTE?

YES.

CM MGMT COMMENT:

UNDER SIGNIFICANT FACTS, DO NOT PUT DOWN THAT "MANAGEMENT SAID TO DO IT THIS WAY EVEN THOUGH IT IS THE WRONG WAY TO HANDLE THIS SITUATION." WE HAVE SEEN THIS AND DO NOT WANT TO SEE AGAIN.

CM MGMT COMMENT:

YOU WILL HAVE TWO OPPORTUNITIES TO OBTAIN THE BOR'S APPROVAL. THE FIRST REJECTION WILL PROVIDE GENERAL WRITTEN COMMENTS THAT YOU NEED TO ADDRESS BEFORE RESUBMITTING TO THE BOR. IF THE BOR REJECTS AFTER THE SECOND SUBMITTAL, THE CONTRACTING OFFICER IS ON HIS/HER OWN TO DEFEND THE ACTION AND THE CO POSITION.

WHEN THE BOR COMMENTS STATE "REWRITE" THIS MEANS START OVER SINCE THE ENTIRE DOCUMENT DOES NOT CLEARLY AND CONCISELY SUPPORT YOUR POSITION/OBJECTIVE OR YOUR NEGOTIATION. IT DOES NOT MEAN TO TAKE WHAT YOU HAVE AND RE-WORD IT.

IF THE ACTION ONLY NEEDS TO BE TWEAKED, THE BOR WILL TELL YOU SO.

44. PLEASE REITERATE THE BOR'S COMMENTS WILL NOW BE HANDLED.

IN THE PAST, THE BOR REJECTION (TMA FORM 703) HAS NOT BEEN A PART OF THE OFFICIAL CONTRACT FILE. WITH THE REVISED PROCESS, THE TMA FORM 703 SHOWING THE BOR REJECTION/COMMENTS WILL BE A PART OF THE OFFICIAL CONTRACT FILE.

45. WHAT ARE THE TIME LIMITS FOR BOR RESUBMISSION?

WHEN THE BOR REJECTS YOUR PACKAGE, YOU WILL HAVE 2 CALENDAR WEEKS TO RESUBMIT. IF YOU HAVE NOT SUBMITTED A REVISED PACKAGE WITHIN THE TWO WEEK PERIOD, THE PACKAGE IS AUTOMATICALLY REJECTED.

46. HOW DOES THE 2 WEEK SUBMITTAL AFTER FIRST REJECTION WORK WITH THE TIME FRAME OF SUBMITTING TO THE BOR ON MONDAYS?

YOU WILL ACTUALLY HAVE 1-1/2 WEEKS TO RESUBMIT SINCE YOU RECEIVE YOUR FIRST REJECTION ON A THURSDAY, YOU MUST RESUBMIT ON THE SECOND MONDAY FOLLOWING THE THURSDAY BOR.

47. CAN YOU ISSUE A NOTICE OR CLARIFICATION AS TO WHEN PACKAGES ARE TO BE SUBMITTED AND HOW LONG WE HAVE TO RESUBMIT TO BOR?

YES.

48. WHEN DOES THE BOR MEET AND WHO ARE THE KEY MEMBERS ON THE BOR?

THE BOR MEETS EVERY THURSDAY. THE BOR MEMBERS ARE THE CM DIVISION CHIEF, THE CM BRANCH CHIEFS, AND A PC&IM REPRESENTATIVE.

49. IF A PROCUREMENT RECEIVES TWO BOR REJECTIONS, THEN HOW DOES IT EVER GET DONE?

THE BOR'S SECOND REJECTION WILL STATE THAT THE CONTRACTING OFFICER CAN PROCEED ON HIS/HER OWN WITHOUT BOR APPROVAL. THIS MEANS THE BOR WILL NOT DEFEND THE CONTRACTING OFFICER FOR THE AWARD. THE CONTRACTING OFFICER IS ON HIS OWN TO DEFEND THE AWARD.

50. DO YOU ONLY GET TWO TIMES FOR A PRE-NEGOTIATION OBJECTIVE WITH THE BOR AS WELL?

BECAUSE NO COMMITMENT HAS YET BEEN MADE BY THE GOVERNMENT, THE BOR MAY BE MORE LENIENT FOR A PRE-NEGOTIATION MEMORANDUM THAN FOR A POST-

NEGOTIATION MEMORANDUM. THE BOR PREFERS TO REVIEW THE ACTION NO MORE THAN TWO TIMES.

51. ARE DOCUMENTS AUTOMATICALLY REJECTED THE FIRST TIME SUBMITTED?

NO. IF THE PACKAGE IS ACCEPTABLE, IT WILL BE APPROVED. THE EXPECTATION IS THAT ALL BOR PACKAGES WILL BE APPROVED ON THE FIRST SUBMISSION, HOWEVER, THE BOR WILL PROVIDE THE CONTRACTING OFFICER AND HIS/HER TEAM ONE ADDITIONAL OPPORTUNITY TO OBTAIN THE BOR'S APPROVAL IF THE PACKAGE IS REJECTED ON THE FIRST SUBMISSION.

52. UNDER DELIVERY ORDERS, WE JUST ACCEPT THE PROPOSAL. WHAT DO WE DO FOR NEGOTIATION MEMORANDUMS?

EVEN THOUGH YOU ARE ACCEPTING THE AMOUNT PROPOSED, YOU STILL NEED TO ANALYZE AND DETERMINE THAT THE AMOUNT PROPOSED IS REASONABLE. YOU WOULD STILL HAVE A PNM THAT DISCUSSED THE AMOUNT PROPOSED, REASONABLENESS AND RESULTS OF NEGOTIATION. YOU CAN DO A PRE/POST (NEGOTIATION IPT FORMAT) RATHER THAN A PRE AND A POST.

53. CAN YOU ISSUE A NOTICE ON THESE REVISED BOR PROCESSES?

WE WILL DETERMINE THE MOST APPROPRIATE METHOD TO SHARE THIS INFORMATION.

54. WHEN THE BOR STATES "REWRITE" CAN YOU PROVIDE AN EXPLANATION OR AT LEAST BE CLEARER IN EXPLAINING WHAT YOU ARE LOOKING FOR?

YES, THE BOR WILL GIVE YOU THEIR COMMENTS. YOU MAY ALSO DISCUSS THE ACTION WITH THE BOR OR WITH INDIVIDUAL BOR MEMBER TO GET GUIDANCE OR COMMENTS BEFORE RESUBMITTING THE ACTION TO THE BOR.

55. IS THERE A REQUIREMENT TO WRITE UP A COST/PRICE ANALYSIS EVEN WHEN THE COST IS UNDER \$1,000 OR \$2,500?

YES, YOU NEED SOME EXPLANATION AS TO WHY THE AMOUNT IS REASONABLE. IF A PRICE ANALYSIS CANNOT BE DONE, USE SOME FORM OF COST ANALYSIS.

CM MGMT COMMENT:

IF YOU ARE NOT SURE, ASK. IF YOU HAVE ANY DOUBTS, GO TO THE BOR MEMBER FIRST. BRING CONTENTIOUS ITEMS TO THE BOR'S ATTENTION BEFORE SUBMITTING THE ACTION TO THE BOR. WE ARE TRYING TO INSTILL DISCIPLINE IN THE PROCESS AND INCREASE THE QUALITY OF THE DOCUMENTATION. WE NEED TO DO IT RIGHT THE FIRST TIME. TO AVOID A FIRST REJECTION, DISCUSS WITH BOR PRIOR TO SUBMITTING.

56. UNDER NEGOTIATION IPT WHAT ARE REQUIREMENTS FOR THE POSITION?

THE NEGOTIATION IPT IS A PRE/POST NEGOTIATION WHERE YOU STILL DOCUMENT THE REASONABLENESS OF THE AGREEMENT. DURING A NEGOTIATION IPT, YOU NEED TO REMIND THE CONTRACTOR THAT THE AGREEMENTS ARE SUBJECT TO CONTRACTING OFFICER AND BOR APPROVAL. ON CONTENTIOUS ITEMS, OBTAIN BOR AND CO APPROVAL BEFORE AGREEING TO AN ISSUE.

57. CAN THE BOR TAP BE REVISED?

ORIGINAL RESPONSE: WE WILL LOOK AT THE NECESSITY AND IF APPROPRIATE REISSUE.

UPDATED RESPONSE: THE BOR TAP WILL BE REVISED BASED ON THE RECOMMENDATIONS OF THE BOR IPT.

58. WHEN IS THE COST/PRICE ANALYSIS TRAINING TO TAKE PLACE?

WE DO NOT HAVE A FIRM DATE BUT IT WILL BE PRESENTED SOON.

59. WILL YOU PROVIDE SAMPLES OF PNMS?

WE DO NOT INTEND TO PROVIDE SAMPLES BECAUSE PAST EXPERIENCE HAS SHOWN SAMPLES WERE USED INAPPROPRIATELY. ANYONE CAN REQUEST A COPY OF A PNM APPROVED BY THE BOR – CONTACT THE CO FOR A COPY.

**ADDITIONAL CO QUESTIONS SUBMITTED REGARDING
REVISED TAP 15-01 (PNM)**

60. CONSOLIDATED PRE/POST UNDER \$100K - AFTER BLOCK "CONTRACTOR PROPOSAL NO." ADD ANOTHER BLOCK WITH "DATE" (OF CONTRACTOR'S PROPOSAL) SINCE CONTRACTOR MAY SUBMIT REVISIONS.

WILL CONSIDER THIS CHANGE IN NEXT REVISION.

61. PRE-NEG FOR COST/PRICE ANALYSIS - DELETE "DATE PREPARED" AT THE TOP SINCE THE SIGNED DATE SHOULD BE THE EFFECTIVE DATE.

DATE PREPARED WILL REMAIN.

62. PRE-NEG FOR COST/PRICE ANALYSIS - ADD "DATE" AFTER PARAGRAPH 1 FOR ENCLOSURES, WHICH REFERENCES THE "CONTRACTOR'S PROPOSAL NUMBER" TO INSURE APPROPRIATE PROPOSAL SINCE CONTRACTOR MAY SUBMIT REVISIONS.

WILL CONSIDER THIS CHANGE IN NEXT REVISION.

63. PRE-NEG FOR COST/PRICE ANALYSIS – SUGGEST A TABLE FOR "GOVERNMENT AGENCY" AND "CONTRACTOR (LIKE "LESS THAN \$100,000 FORMAT).

WILL CONSIDER THIS CHANGE IN NEXT REVISION.

64. ALL FORMATS - OUR ZIP CODE IS "80011-9066"

WILL CORRECT IN NEXT REVISION.